THE COTTON CORPORATION OF INDIA LTD.
(A Government of India Undertaking)
Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur,
Navi Mumbai- 400 614. Telephone No. 27579217,
Web site: http://www.cotcorp.org.in http://www.ministryoftextiles.gov.in

Tender Notice

The Corporation invites sealed Tenders in two bids system from approved Govt. T- permit travelling agencies situated in Navi Mumbai for Hiring of Light Motor Vehicle Services. Details terms and conditions of the tender & forms can be download from our web site http://www.cotcorp.org.in and http://eprocure.gov.in . The last date of submission of tender is 1500 hrs of 04-10-2023.

CGM (FIN/PROTOCOL)

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TENDER FOR HIRING OF CAR SERVICES FROM APPROVED GOVT. T-PERMIT TRAVELLING AGENCIES SITUATED IN NAVI MUMBAI (ON NEED BASIS).

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TENDER DOCUMENT FOR CAR HIRING SERVICES
This tender consists of total 12 pages. Tender notice is from Page no.1 to 4. Technical bid is from page no. 5 to 11 and Financial bid is on page no. 12. **Please note that signed and filled copy of Technical bid (i.e. Page no. 5 to 11) and signed and filled copy of Financial bid (i.e. page no.12) should be enclosed alongwith other requisite documents, while filling up the tender.**

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TENDER NOTICE:

The Corporation invites sealed Tenders in two bid system from approved Govt. T- permit travelling agencies situated in Navi Mumbai for Hiring Car Services.

Sr. No	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D in Rs.	Period
I	Hiring Car Services from approved Govt. T- permit travelling agencies situated in Navi Mumbai.	NIL	5000	from the date of work order

1.	Blank tender forms for the said work are available at above address on all **working days between 11.00 am to 5.00 p.m up to 03-10-2023.**
2.	The tender documents can also be down loaded from the corporation web site i. e www.cotcorp.org.in
3.	The Tender should be placed in envelope: subscribed as "Tender for Hiring Car Sevices" and should bear the full address of tenderer at left side bottom. **Bidders should submit two sealed envelopes simultaneously, one containing the Technical Bid-I and the other containing Financial Bid-II, enclosed together in an outer single envelope. Each of the two envelope enclosed should be superscribed as 'Technical Bid-I' and 'Financial Bid-II'. Financial Bid of only those bidders will be opened who qualify in the Technical Bid.**
4.	The sealed tenders must be submitted/dropped in the Tender Box placed at 4th floor, The Cotton Corporation of India Ltd., Kapas Bhavan, Plot No 3A, Sector 10, CBD Belapur, Navi Mumbai-400 614. Upto 3.00p.m. on 04-10-2023
5.	The tenders shall be opened on the same day i.e. 04-10-2023 at 3.30p.m. in the presence of tenderers who may wish to remain present.

Corporation reserves its right to accept or reject any tender (s). However, the party may seek the reasons for rejection of their tender from the Corporation.

CGM (FIN/PROTOCOL)

TECHNICAL BID -I

ELIGIBILITY CRITERIA

<table>
<tr><td>1. Name of the Vendor/Supplier firm/Company along with registered/support office located in Navi Mumbai. Within radius of one to ten K.M. from Kapas Bhavan.</td><td colspan="2">M/s. _____
Official Address:_____
City: -_____ PIN: - _____
Tel.No. _____ (O) _____(R)
Mobile No._____
E-Mail . _____</td></tr>
<tr><td>2. Registration no./ Certificate for the followings
(Self attested Copies of the following must be enclosed)</td><td colspan="2"></td></tr>
<tr><td>i) PAN from Income tax authority (either in the name of the firm or proprietor.)</td><td colspan="2"></td></tr>
<tr><td>ii) Valid Service Tax Registration Certificate.</td><td colspan="2"></td></tr>
<tr><td>iii) Valid Govt. T. Permit.</td><td colspan="2"></td></tr>
<tr><td>iv) Earnest Money Deposit (EMD) Details: Amount in 5000/- in favour of The Cotton Corporation of India Ltd. Through RTGS/NEFT</td><td>The Cotton Corporation of India Ltd.
A/c No. 29100500000074
RTGS/NEFT- BARB0CFSBAL
(zero)</td><td>Payment UTR NO.
_____</td></tr>
<tr><td>v) Certificate of registration under the Shop & Establishment Act.</td><td colspan="2"></td></tr>
<tr><td>3. Registration Certificate for minimum 3 Vehicles. Copy of vehicle registration certificate/RC book to be attached.</td><td colspan="2"><table>
<tr><th>Sr. No.</th><th>Vehicle No.</th><th>Make</th><th>Registration No.</th><th>Year</th></tr>
<tr><td>1.</td><td></td><td></td><td></td><td></td></tr>
<tr><td>2.</td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.</td><td></td><td></td><td></td><td></td></tr>
<tr><td>4.</td><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>4 Travel agency should have atleast 10 years' experience in providing services to any reputed Company.</td><td colspan="2">Copy of self attested empanelment enclosed.</td></tr>
<tr><td>5 Experience

The detail of at least one company / firm to whom such services are provided during last one year.
(Self attested Copy of work order or Performance Certificate issued by atleast one firm / agency to whom car services is rendered.)</td><td colspan="2">Name& Address of the Agency/firm :
_____
_____

Period from _____ to _____</td></tr>
</table>

6. Self-attested certificate that the firm has not been blacklisted by any Central/ State Govt. agency in the past 3 years.	

Signature of Tenderer

SCOPE OF WORK AND TERMS & CONDITIONS

1.	To provide the desired vehicle on call.
2.	Travel Agencies must be situated in Navi Mumbai.
3.	The car shall be provided only based on confirmation of authorized person of the Corporation.
4.	The vehicle must reach in time and at appropriate location.
5.	The driver must have Mobile Number and must maintain good behavior.
6.	No sub-contracting will be allowed.
7.	Service provider will be solely responsible for penalty/damages if any levied by RTO
8.	The driver must take the signature of the guest on the Tour Slip for verification of time and kilometers run.
9.	Payment will be made within a fortnight of receipt of the bill.
10.	In case the services provided by the agency are found satisfactory during the contractual period the contract may be extended for further one year on the existing terms.
11.	In case, the services are not found satisfactory, the Corporation reserves its right to discontinue the services by giving one month notice without assigning any reason thereof.
12.	Travel agency should have atleast 10 years' experience in providing services to any reputed Company.
13.	CNG car not allowed.
14.	All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.
15.	All vehicles provided shall be air conditioned and shall be equipped with an emergency medical first aid kit and a fire extinguisher.
16.	All vehicles should be always in excellent working condition (both internally and externally). The service provider shall ensure that the vehicles deployed by him are cleaned thoroughly both internally and externally, boot kept clear of dust and dirt.

17.	All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel.
18.	The drivers of the vehicles must possess a valid driving license and must have a minimum 2 years of driving experience.
19.	The drivers of the vehicles must have a working mobile number for easy contact by the passenger. It must also always have an active internet connection where google maps can be accessed, to navigate the shortest and/ or fastest route possible avoiding traffic jams.
20.	Buyer shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle. The Service Provider shall be solely and exclusively liable for the losses / damages caused by the driver of the Service Provider and shall indemnify the Buyer in case of any such losses / damages.
21.	The buyer will in no way be responsible for violation of traffic rules and /or infringement of any other law for the contract period in force, either by the driver of the vehicle or by the service provider.
22.	Service Provider shall ensure that proper inspection of vehicle has been done before deploying it to the Buyer/ Consignee location as per the contract.
23.	The service provider shall pay the toll charges, parking fee or entry taxes payable locally or outstation which shall later be reimbursed by the Buyer on actual basis as paid by the service provider.
24.	The service provider must ensure that all necessary measures are taken by the driver to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving etc.
25.	The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to the buyer.
26.	The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules/Guidelines/Notifications/Regulations/Orders shall rest with the service provider only and the buyer will not be liable in any manner.
27.	The Service Provider would be bound by the conditions with regard to police verification of the deployed staff and their medical fitness.

28.	The Service Provider will deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services. The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
29.	The drivers of the vehicles deployed should maintain polite & courteous behavior towards the buyer/ passenger. "Misbehavior" which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by Buyer/user, use of abusive language, theft etc may lead to termination of contract.
30.	Service Provider shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the contract.
31.	The offer shall remain valid for a period of 90 days from the date of opening of tender.
32.	EMD of unsuccesfull bidders will be returned to them. EMD of successful tenderer will be retained as Security deposit & will be refunded after contract period is over. No interest is allowed on EMD/ Security deposit. SD (Security Deposit) may be forfeited in case of unsatisfactory services/ non-compliance of any terms and conditions as mentioned in the tender.

Signature of Tenderer

Declaration on the letter head

Date : _____

To

The CGM (FIN/ Protocol)
The Cotton Corporation of India Ltd.
Kapas Bhavan, Plot No.3A, Sector-10,
CBD Belapur, Navi Mumbai- 400 614

Dear Sir,

Sub : Hiring Car Services from approved Govt. T- permit travelling agencies situated in Navi Mumbai.

1 I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.

2 I/We have filled and signed each page of the tender documents and the same are enclosed here with.

3 I/We hereby declare that tender documents have been downloaded from CCI website www.cotcorp.org.in and it is submitted in original without any alterations/modifications/deletions/additions. I/we are enclosing tender documents NIL
Bid submitted by us are properly sealed and prepared so as to prevent any subsequent replacement

SIGNATURE OF TENDERER WITH NAME & ADDRESS

CHECK LIST OF SELF ATTESTED DOCUMENTS ATTACHED

Please make tick (√) Mark

1. a. **Blank tender document collected from office**		Yes		No	
b. Tender document down loaded from web site		Yes		No	
2. Whether the vendor has office in Mumbai.		Yes		No	
3. Registration no./ Certificate for the followings		Yes		No	
(Self attested Copies of the following attached)					
i)	PAN from Income tax authority (either in the name of the firm or proprietor.)	Yes		No	
ii)	Valid GST Registration Certificate.	Yes		No	
iii)	Valid Govt. T. Permit.	Yes		No	
iv)	Certificate of registration under the Shop & Establishment Act.	Yes		No	
4.	EMD	Yes		No	
5.	Registration Certificate of 3 office vehicles attached	Yes		No	
6.	Self-attested certificate that the firm has not been blacklisted by any Central/ State Government agency in the past 3 years	Yes		No	
7.	Self-attested empanelment certificate enclosed wherein it is mentioned that the travel agency has 10 years experience in providing services to any reputed company.	Yes		No	
6. **Experience** The detail of at least one company / firm for whom such services are provided during last one year. **(Self attested Copy of work order or Performance Certificate issued by atleast one firm / agency to whom car services is rendered.)**		Yes		No	

SIGNATURE OF TENDERER

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Financial Bid-II

Date:_____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan, Plot No.3A, Sector-10,
CBD, Belapur
Navi Mumbai- 400614

Sub : Hiring Car Services from approved Govt. T- permit travelling agencies situated in Navi Mumbai.

Dear Sir,

Reference tender notice invited by the Corporation on above subject, we quote our Financial Bid as under:

BILL OF QUANTITY

(Amt. in Rupees, excluding GST)

Sr. No.	Service Particulars	Swift D'Zire/Toyota Etios or equivalent category	Ertiga or equivalent category	Honda City or equivalent category	Innova Crysta or equivalent category	Corolla Altis or equivalent category
1.	Airport Transfer 4 hours / 55 kms					
2.	Airport Transfer 5 hours / 70 kms					
3.	Local Use for 8 hrs. / 80 kms					
	Extra hour over 8 hrs.					
	Extra kms. Over 80 kms					
	OUTSTATION USE					
1.	Minimum mileage (km) per day					
2.	Minimum charges per day					
3.	For extra km rate per km					
4.	Driver allowance per day					

Note:

1. TDS as applicable will be deducted.
2. Toll & parking charges will be reimbursed on submission of receipt.
3. Payment will be released in fortnight on receipt of bill.

SIGNATURE OF TENDERER